

**Minutes from Pre-Proposal Conference of June 14, 2013**  
**RFP No. SRP380-13-R-0006**  
**Painting Services of USG Real Property**

**Introduction**

The Contracting Officer, Ms. Nenita V. Whitaker, welcomed all attendees to the pre-proposal conference. All attendees introduced themselves at the start of the conference. Representatives from the Facilities Management and Contracting & Procurement, Mr. Anton Marcelo and Jewela Acuzar, were also present and introduced themselves to all participants.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted.

**SF1449 cover sheet (Page 1)**

- Block 8: Deadline of submission of offers: **July 5, 2013, no later than 4PM, to the C&P Office or at the Harrison Gate. NO EMAIL SUBMISSIONS PLEASE!**

**Section 1.1, Scope of Services (Page 4)**

The contractor shall provide all labor, materials (except for Government-furnished materials specified under Attachment 1), tools of trade, supervision and transportation necessary in performing PAINTING SERVICES for properties owned or managed by the U.S. Government.

The contract is an Indefinite-Delivery Indefinite-Quantity type of contract under which the Government will order all work by placing/ issuing firm-fixed price\* TASK ORDERS.

Task orders should be signed by the Contracting Officer.

\* **Firm fixed price.** Price is not subject to adjustments due to any escalation in the cost of labor, materials, transportation or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.

**Section 1.2, Contract Price – General (Page 4)**

Prices will include all work, including labor, materials (except for Government-furnished materials), equipment and services specified in the Task Order.

All prices shall be in **Philippine Pesos**.

**Section 1.3 through Section 1.6, Pricing (Page 4-10)**

Section 1.3 Pricing for Base Year

Section 1.4 Pricing for First Option Year

Section 1.5 Pricing for Second Option Year

Section 1.6 Pricing for Third Option Year

Fill out all the blank spaces (unit cost, total cost, grand total, etc.).

NOTE: The USG has the right to decide if they will exercise the option to proceed with the contract for another year.

**Section 1.9, Ordering Period (Page 10)**

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed (NTP). The NTP will establish a date (a minimum of ten days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

The effective ordering period under this contract starts on the date shown in the Notice to Proceed and continues for twelve months.

**Section 1.10, Completion Dates under Task Orders (Page 11)**

There will be a standard completion period for all types of work – 100 sq.m. / day.

**Deficient Performance** – A deduction shall be assessed by the Government if the Contractor fails to complete the work within the time specified. The Government deduct value is **Php1,643.00 for each calendar day of delay until the work is completed or accepted.**

**Section 1.12, Working Hours (Page 11)**

The contractor shall perform all work during Mondays through Fridays, 7:30 am to 4:30 pm except for the holidays identified in Page 38-39. The Contracting Officer may approve other hours if the Contractor gives at least 24 hours advance notice. Contractor initiated changes in work hours will not be a cause for a price increase.

**Section 1.13 Task Orders (Page 11)**

Refer to Attachment 2 for the Sample Task Order form, OF347 (page 28)  
NO TASK ORDER, NO WORK.

**Section 1.15 Deliverables (Page 13)**

The Contractor shall deliver the following items under this contract—  
Insurance, Safety Plan and List of Personnel --- 10 days after award

**Section 1.16 Insurance (Page 14)**

General Liability –

Bodily injury- PHP50k per occurrence, PHP250k cumulative;  
Property damage- PHP50k per occurrence, PHP250k cumulative.

**Section 1.23 Payment (Page 20)**

Submit all invoices to FMC.

**Section 1.24 Value Added Tax (Page 20)**

The U.S. Government is exempt from payment of taxes on its official purchase of goods and services in the Philippines based on reciprocity and pursuant to BIR Ruling ITAD-34-99,

dated October 18, 1998 and Department of Foreign Affairs Indorsement dated October 6, 2006.

Thus, VAT shall not be included in the prices for the services listed in this solicitation as it is not applicable.

**CONTINUATION TO SF-1449, Schedule of Supplies/ Services, Block 20 (Page 21-26)**

Description/ Specification/ Work Statement

**Attachment 1 - Government Furnished Materials (Page 27)**

**Attachment 2 – OF347 (Page 28)**

**Section 2 – Contract Clauses (Page 29)**

The Contracting Officer, Ms. Nenita Whitaker, discussed FAR 52.222-50, Combating Trafficking in Persons during the conference. The USG has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.

**Section 3 – Solicitation Provisions (Page 43-44)**

Volume 1 – Paragraph A.1 - 2 sets (original + duplicate copy)

Volume 2 – Paragraph A.2 and A.3 - 4 sets (original + 3 duplicate copies)

Failure to submit the required number of copies may render the proposal unacceptable and may not be considered for evaluation.

**Section 4 – Evaluation Factors (Page 47)**

The Government intends to award the contract to the lowest priced, technically acceptable, responsible offeror.

**Section 5 – Representations and Certifications**

Contractors should answer all that applies to their companies. If it does not apply, they should not leave it blank but place “N/A” or “Not Applicable” on the space required in the solicitation.

**Conclusion**

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government. The meeting was adjourned.